



TECHNICAL FINAL PLAT REVIEW CHECKLIST

PLAT NAME: _____

TENTATIVE PLAT NO. _____

DATE CHECKED: _____

LATEST APPROVED TENTATIVE PLAT

- ☐ **DATE** (Must use latest approved tentative plat for review of final plat)
- ☐ **FINAL PLAT'S LAYOUT AGREES WITH TENTATIVE** (Same number of lots, blocks, tracts, street configuration, etc.)
- ☐ **FINAL PLAT AGREES WITH NOTICE OF ACTION** (All Notice of Action checked items must be satisfied for plat review to continue)
- ☐ **BOUNDARY SURVEY** (Surveyor must indicate within certification that T-Plat is a "Boundary Survey")

TITLE BLOCK

- ☐ **PLAT'S NAME** (Shown on every sheet)
- ☐ **NEW NAME** (Same as in original T-Plat application and not a duplicate name of a previously recorded plat)
- ☐ **SAME SIZE & STYLE** (Same font size & style of lettering on all sheets)
- ☐ **ADDITION/SECTION/PHASE** (Ex. Section One, First Addition, etc. must be shown if the plat is a sequential continuation of same name)
- ☐ **SECTION, TOWNSHIP & RANGE** (Location of where land is being platted must appear in title block. Section "XX", Township "XX" South, Range "XX" East)
- ☐ **REPLAT** (Must appear in title block if replat of prior plat, or portion of)
- ☐ **UNDERLYING PLAT'S NAME** (Name of plat being replatted)
- ☐ **UNDERLYING LOT(S), BLOCK(S) AND/OR TRACT(S) DESIGNATION(S), OR PORTION(S) THEREOF, IF NOT REPLATTING THE ENTIRE LOT(S), BLOCK(S) AND/OR TRACT(S) SHOWN**
- ☐ **UNDERLYING PLAT BOOK & PAGE** (Of plat or portion being replatted)
- ☐ **CITY, TOWN OR VILLAGE NAME** (If plat is within a municipality)
- ☐ **MIAMI-DADE COUNTY, FLORIDA** (All plats)
- ☐ **FIRM PREPARING PLAT** (Name, address and LB# must appear under title block)
- ☐ **DATE** (Month & year should appear somewhere beneath title block)

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TECHNICAL FINAL PLAT REVIEW CHECKLIST

OWNER'S DEDICATION STATEMENT

- ☐ **OWNER(S) NAME** (Same as in original T-Plat application, warranty deed & latest opinion of title)
- ☐ **PLAT'S NAME** (As shown in title block)
- ☐ **SUBDIVISION AND/OR REPLAT** (Must indicate if the land is a "subdivision", land never platted or a "replat", a platting of previously platted land)
- ☐ **RESOLUTION NUMBER** (If applicable, a space is required to indicate the resolution number that is approving the plat; usually a county plat)

LEGAL DESCRIPTION

- ☐ **UNDERLYING PLAT'S NAME** (Name of plat being replatted)
- ☐ **UNDERLYING LOT(S), BLOCK(S) AND/OR TRACT(S) DESIGNATION(S), OR PORTION(S) THEREOF, IF NOT REPLATTING THE ENTIRE LOT(S), BLOCK(S) AND/OR TRACT(S)**
- ☐ **UNDERLYING PLAT BOOK & PAGE** (Of plat or portion being replatted)
- ☐ **FRACTIONAL DESCRIPTION** (Matches legal description in latest opinion of title & warranty deed)
- ☐ **METES & BOUNDS** (Matches legal description in latest opinion of title & warranty deed)
- ☐ **P.O.C. AND/OR P.O.B.** (As shown in warranty deed and opinion of title)
- ☐ **SECTION** (Correct Section shown: 1 through 36, or Sections 37 through 40 if in City of Miami)
- ☐ **TOWNSHIP** (Shown as Township "XX" South)
- ☐ **RANGE** (Shown as Range "XX" East)
- ☐ **LEGAL DESCRIPTION ON PLAT MATCHES OPINION OF TITLE LEGAL DESCRIPTION**
- ☐ **OPINION OF TITLE UP-TO-DATE** (County-valid 30 days past last verification date, Municipality-45 days past last verification date). For review purposes, our office can work with original opinion of title submittals that are not over three months from the last verification date.
- ☐ **LEGAL DESCRIPTION AGREES WITH PLAT DRAWING**
- ☐ **RIGHT-OF-WAY CLOSED** (Legal description must make reference to recently closed right-of-way by Road Closing Petition). Most times this will not appear in the deed presented as part of the platting process.

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TECHNICAL FINAL PLAT REVIEW CHECKLIST

LOCATION SKETCH

- ☐ **PLAT'S NAME** (As shown in title)
- ☐ **FRACTIONAL QUARTER** (Minimum of a quarter-section should be shown unless land being platted lies within more than a quarter-section)
- ☐ **SECTION** (Correct Section shown: 1 through 36, or Sections 37 through 40 if in City of Miami)
- ☐ **TOWNSHIP** (Shown as Township "XX" South)
- ☐ **RANGE** (Shown as Range "XX" East)
- ☐ **NORTH ARROW**
- ☐ **FRACTIONAL CORNER** (Must show which fractional corner the geometric tie is being referenced to on the plat)
- ☐ **LOCATION OF PERIMETER STREETS** (Street designations along boundary of land being platted and fractional lines of quarter-section)
- ☐ **SCALE SHOWN** (Shown as 1"=? , otherwise indicated as N.T.S. (Not to Scale))
- ☐ **CITY LIMITS BOUNDARIES SHOWN** (When municipal limits occur within or and/or along quarter-section depicted in location sketch)
- ☐ **INDEX OR KEY MAP SHOWN** (Must depict relationship between overall plat shown in location sketch and individual sheets)

SURVEYOR'S CERTIFICATION STATEMENT

- ☐ **PLAT'S NAME** (As shown in title)
- ☐ **F.S. LAWS #, P.R.M. STATEMENT & DATE SET (OPTIONAL)** (Must indicate compliance reference to Chapter 177, F.S. that permanent reference monuments have been set and date (optional) monuments were set)
- ☐ **SURVEYOR'S SIGNATURE** (Original signature must appear on final plat mylar)
- ☐ **SURVEYOR'S EMBOSSED, RAISED SEAL** (Must be affixed to plat)
- ☐ **SURVEYOR'S NAME, ADDRESS, REGISTRATION & L.B. AUTHORIZATION NUMBER (IF ANY)**

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TECHNICAL FINAL PLAT REVIEW CHECKLIST

SURVEYOR'S NOTES

- ☐ P.R.M.s (Must show symbol and description of symbol)
- ☐ P.C.P.s (Must show symbol and description of symbol)
- ☐ BASIS OF BEARINGS (Must be referenced to well-established, monumented line)
- ☐ RADII (If all the radii within the plat are the same, a note can be used to identify these in lieu of annotating each). In most cases this cannot be used.
- ☐ CORNER LOT LINES EXTENSION (If the dimension of the corner lot(s) is to the point of intersection of the lot line(s) extended (P.I.), this note must be shown)
- ☐ CORNER LOT AREA (IF APPLICABLE) (If the lot area of the corner lot(s) is to the point of intersection of the lot line(s) extended (P.I.), this note must be shown)
- ☐ LIMITED ACCESS RIGHT-OF-WAY LINE (Must be defined whenever double-frontage lots are part of the land being platted or the land being platted is adjacent to an expressway or other designated limited access r/o/w)
- ☐ DISCLAIMER NOTES (As shown in F.S. 177)
- ☐ S.U.R. (SEVERABLE USE RIGHTS) (This note must be shown when the sizes of the lots were approved with the benefit of S.U.R.(s) pursuant to Chapter 33, Miami-Dade County Code)
- ☐ LEGEND OF SYMBOLS/ABBREVIATIONS (All symbols and/or abbreviations non-standardized pursuant to Code and/or Florida Statutes must be clearly identified and labeled)

SKETCH

- ☐ GRAPHIC SCALE (Must graphically depict scale of drawing)
- ☐ SCALE (Must indicate scale of drawing in increments of 1"= ?)
- ☐ SHEET NUMBER(S) (Must show sheet numbers, even if only one sheet. Most times this is shown in the upper right hand corner of sheet(s))
- ☐ PORTION OF UNDERLYING PLAT(S) INFORMATION (That remainder portion of a block, lot and/or tract that is being replatted)
- ☐ ADJACENT PLAT(S) NAME(S)
- ☐ ADJACENT PLAT(S) RECORDING INFORMATION (Plat Book & Page)
- ☐ NEWLY CREATED BLOCK NUMBER(S) (Agrees with tentative plat)
- ☐ NEWLY CREATED LOT NUMBER(S) (Agrees with tentative plat)
- ☐ NEWLY CREATED TRACT LETTER(S) AND ACREAGE SHOWN (Agrees with tentative plat)
- ☐ CONTINUATION OF BLOCK(S), LOT(S) AND/OR TRACT(S) SEQUENCE FROM PREVIOUS ADDITION(S)/SECTION(S)/PHASE(S)
- ☐ STREET NAMES AND NUMBERS (As shown according to Miami-Dade County section sheets, paving & drainage plans, if applicable, and approved tentative plat)
- ☐ STREET WIDTHS (Existing and/or proposed)
- ☐ EASEMENTS FROM UNDERLYING PLATS (IF THEY WILL REMAIN)
- ☐ FPL/BELL/WSO/WRD REQUESTED UTILITY EASEMENT(S)
- ☐ DRAINAGE EASEMENTS FROM UNDERLYING PLATS (IF THEY WILL REMAIN)
- ☐ DRAINAGE EASEMENT(S) REQUESTED (As shown on approved paving & drainage plans)
- ☐ ADJACENT STREET NAME(S) AND NUMBER(S) (As shown on adjacent plats or previously dedicated rights-of-way)

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- ☐ ADJACENT STREET WIDTH(S) (As shown on adjacent plats or previously dedicated rights-of-way)
- ☐ ADJACENT BLOCK(S) AND/OR LOT NUMBER(S) AND/OR TRACT(S) LETTER(S)
- ☐ ADJACENT BLOCK(S) AND/OR LOT (S) AND/OR TRACT(S) WIDTH(S) (Must show the correct graphical relationship)
- ☐ ALL DISTANCES SHOWN TO THE HUNDREDTH DECIMAL PLACE (Except right-of-way widths, if not irregular, can be shown omitting tenths/hundredths)
- ☐ BEARINGS SHOWN FOR ALL LINES (C/Ls, LOT LINES, R/W LINES, ETC.)
- ☐ DELTA(S) (CENTRAL ANGLES) SHOWN FOR ALL CURVE(S) (Same as above)
- ☐ RADII SHOWN FOR ALL CURVES (Same as above)
- ☐ ARC DISTANCES SHOWN FOR ALL CURVES ((Same as above)
- ☐ RADIAL LINE(S) SHOWN
- ☐ LOT(S) SQUARE FOOTAGE (Shown as +/-)
- ☐ STORM WATER MANAGEMENT AREA OR LAKE IDENTIFIED (If a proposed lake is not complete, it must be identified as a storm water management area)
- ☐ TOP OF BANK SHOWN (If existing lake, canal or other water body shown)
- ☐ PLUS OR MINUS TIES TO WATER'S EDGE (If adjacent to one of the above)
- ☐ P.O.C. AND/OR P.O.B. TIES SHOWN
- ☐ FRACTIONAL CORNER(S) SHOWN
- ☐ TIES TO FRACTIONAL CORNER(S) (Ties to two corners preferred)
- ☐ STREET CENTERLINE(S) CHORD LENGTH(S) AND BEARING(S) SHOWN
- ☐ P.R.M.s CORRECTLY SHOWN (Shown along boundary (not on c/l's), at every change in direction, no further than 1400' apart and according to symbol shown in surveyor's notes)
- ☐ P.C.P.s CORRECTLY SHOWN (Shown along street centerlines and at street terminus, no further than 1000' apart and according to symbol shown in surveyor's notes)
- ☐ CITY LIMITS LINE(S)
- ☐ NORTH ARROW
- ☐ SHEET SIZE (30" height x 36" width)
- ☐ 3" (LEFT), 1/2" TOP, RIGHT AND BOTTOM BORDER MARGINS
- ☐ SECTION AND/OR QUARTER SECTION LINE(S) SHOWN (If they appear anywhere within the plat)
- ☐ 1/8" MINIMUM LETTERING (All lettering shown on plat must be this minimum height)
- ☐ LIMITS OF PLAT (The boundaries as depicted on the warranty deed or legal description on the opinion of title must be labeled as such)
- ☐ LIMITED ACCESS RIGHT-OF-WAY LINE(S) (Must be shown whenever double-frontage lots are part of the land being platted or the land being platted is adjacent to an expressway or other designated limited access r/o/w)
- ☐ PRIVATE ROAD(S) (All roads that will not be dedicated to the public must be labeled as "Private Road")

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TECHNICAL FINAL PLAT REVIEW CHECKLIST

GEOMETRIC (MATHEMATICAL) VERIFICATION

- ☐ **FRACTIONAL** (Fractional break-downs agree with either County Township maps, platted tract, block and/or lot break-downs, etc.)
- ☐ **FRACTIONAL ANGLES** (Fractional angular break-down agrees with County Township maps, platted tract, block and/or lot break-downs, etc.)
- ☐ **PERIMETER CLOSURE** (Boundary geometrics provides a closed figure. If measured bearings and/or distances vary from deed descriptions, measured information must provide a closed figure)
- ☐ **CENTERLINE INFORMATION** (All centerline information provides a closed figure)
- ☐ **BLOCKS/TRACTS** (Block(s) and/or Tract(s) boundary(ies) geometrics provide(s) a closed figure)
- ☐ **LOT DISTANCES** (Sum of individual lot dimensions total overall right-of-way lengths)
- ☐ **BEARINGS** (Correct bearing references for geometric closed figure)
- ☐ **TRACT ACRE(S)** (Information shown agrees with computed area verified)
- ☐ **RADII** (Information shown agrees with computed radii verified)
- ☐ **DELTAS (CENTRAL ANGLES)** (Information shown agrees with computed delta(s) verified)
- ☐ **ARC DISTANCE(S)** (Information shown agrees with computed arc(s) verified)
- ☐ **TANGENT DISTANCE(S)** (Information shown agrees with computed tangent distance(s) verified)
- ☐ **CHORD DISTANCE(S) & BEARING(S)** (Information shown agrees with computed chord distance(s) and bearing(s) verified)
- ☐ **TIES TO FRACTIONAL CORNER(S)** (Tie distance(s) agree with sectional verified information)

THIS PLAT WAS CHECKED BY: _____

THIS PLAT WAS VERIFIED BY: _____

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